



Court Services and Offender Supervision Agency

Clerk (Office Automation), GS-0303-04

ANNOUNCEMENT NUMBER:	CSS-07-005(DH)(DEU)	APPLICATION DEADLINE:	2-2-2007
JOB LOCATION:	Washington, Dist of Columbia	WORK SCHEDULE:	Full Time
SALARY RANGE:	\$27,159.00-\$35,303.00	OPEN DATE:	1-19-2007
TIME LIMIT:	Permanent - No time limit 	WHO MAY APPLY:	US citizens 
NUMBER OF VACANCIES:	1	PROMOTION POTENTIAL:	04

NOTES:

The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a Federal Agency on August 5, 2000.

All Federal employees are required to have their Federal salary payments directly deposited into a financial institution of their choosing.

THIS VACANCY ANNOUNCEMENT MAY BE USED TO FILL FUTURE VACANCIES.

HOW TO APPLY:

The primary method of applying for this vacancy is online via the Internet at www.avuedigitalservices.com/csosa/applicant.html. If you do not have access to the Internet you are strongly encouraged to visit your library, state employment commission, or a commercial establishment that provides Internet access to apply online. If you are unable to apply online, you may call the contact phone number listed on this announcement to obtain a copy of the vacancy announcement, applicant qualification form (Form No. F-16488-AVUE), and instructions for completing the form. No other form of application will be accepted.

Applicants submitting proof documents can electronically attach them, or scan and attach them to the employment application. If this is not possible, copies of documents can be faxed to 253-573-9869, or mailed to the following address: Court Services and Offender Supervision Agency (CSOSA), c/o Avue Technologies Corporation, ATTN: Direct Services, 1145 Broadway Plaza, Suite 800, Tacoma, WA 98402. All faxed or mailed proof documents must be identified with applicant's name and vacancy announcement number.

Applications and supporting documents must be received by 11:59 p.m. Eastern Standard Time on the closing date of the announcement to receive consideration.

DUTIES:

The position is located in the Office of Community Supervision Services. The incumbent performs office automation work requiring the use of software applications and computer equipment for Court Services & Offender Supervision Agency (CSOSA). Incumbent also will be responsible for preparing correspondence, reports, technical documents, graphs/charts, forms, and other office support materials for the office.

Performs work related to the gathering and development of materials, and reporting of activities in support of the technical projects for the Community Supervision Services office.

Receives and directs callers and visitors. Provides information about CSOSA, its functions, activities, and personnel. Arranges displays of informational materials in the reception area.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to compose non-technical correspondence.

Knowledge of grammar, spelling, punctuation, syntax, and required formats.

Ability to communicate orally.

Knowledge of office automation software applications.

Knowledge of clerical practices and office routines.

MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:

Qualifying experience for the GS-4 level includes one (1) year of general experience in clerical, office, or other work which indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position, or two (2) years of education above the high school level. Examples of general experience are performing reception duties, such as answering business calls and/or greeting visitors, providing information, and taking messages; performing general clerical duties, such as filing, typing, or maintaining straightforward records; or using common office machines or equipment such as personal computers, copying machines, or fax machines.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: The experience requirements for the GS-4 level may be met by completion of two full years of full-time academic study in an accredited business, secretarial or technical school, junior college, college, or university.

COMBINING EDUCATION AND EXPERIENCE: Equivalent combinations of successfully completed post high school education and general experience may be used to meet the total experience requirements.

PROFICIENCY REQUIREMENT: Applicant must be able to type 40 words per minute.

OTHER SIGNIFICANT FACTS:

Drug Testing: Appointment may be subject to random drug testing after selection.

Applicants must submit a complete application package by the closing date of this announcement.

Evaluation Methods: Your application will be evaluated according to the extent and quality of experience, education, and training. If you meet the basic qualification requirements, your application/resume will be evaluated against the knowledge, skills, and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

Relocation Expenses: Relocation expenses are not authorized.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing, and favorable adjudication.

Failure to successfully meet these requirements will be grounds for termination.

U.S. Citizenship: Applicants must be U.S. citizens or nationals.

Applicants must meet all qualification requirements by the closing date of this announcement.

Generally, preference is granted to veterans who entered military service prior to October 14, 1976; or served on active duty during the period from August 2, 1990, through January 2, 1992, and who are otherwise eligible; or who served on active duty during the period beginning September 11, 2001, and ending on the last day of Operation Iraqi Freedom; or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. This includes the Armed Forces Expeditionary Medal (AFEM) awarded to those who participated in Operation Joint Endeavor or Operation Joint Guard. Also, you may be entitled to veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a disabled veteran; or you are the widow, widower, or mother of a deceased veteran. You will need to submit a Standard Form (SF) 15 and proof of your claim.

If you are claiming 5-point veterans' preference, or you are applying for consideration under the Veteran Employment Opportunity Act or Veteran Readjustment Authority, attach a copy of your DD-214 "Certificate of Release or Discharge from Active Duty" or other proof of eligibility. If you are applying for consideration under the 30% or more Disabled Veteran Authority, you must attach a SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Appointment will require completion of a one-year probationary period.

Contact Information:

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